

NIH Training Center

Your resource for achieving excellence

<http://LearningSource.od.nih.gov>

Department of Health and Human Services
National Institutes of Health
Office of Strategic Management Planning

Highlights

“Partners in Learning” Marked the Theme of the First NIH Training Collaborative Forum

Working together as “partners in learning” marked the inaugural meeting of the NIH Training Collaborative Forum in March. Over 36 participants, designated as training points of contact, representing 20 institutes/centers attended this first meeting initiated by the NIH Training Center (NIHTC). All were welcomed by the Acting Director of the Office of Strategic Management Planning and Development, Joellen Harper, with the Director of the NIHTC, Melanie Keller, launching the round table discussion with an overview of the training collaboration, information sharing, leveraging strengths, eliminating unneeded redundancy, and enhancing course offerings. Members of the group asked insightful questions regarding the recent changes in the Training Center’s course offerings and provided positive remarks regarding some of the Training Center programs, particularly FasTrac (see p. 2 for related article). Participants took turns sharing information about their own programs, identifying pertinent issues and offering suggestions on ways to collaborate with each other and the Training Center. The

group began a list of these collaboration ideas and decided that the meeting should be held once a quarter. As an organizer of the forum, John Castilia was pleased with the meeting and stated, “the NIH Collaborative Forum will achieve its full potential when the Training Center and IC resources—staff, services and courses—are leveraged through partnership to provide value-added training and services to the NIH community. Such potential depends on developing communications and leveraging resources across the IC’s. With this first forum meeting the process has begun and will continue as a shared activity to benefit all.”



3rd Quarter
FY2004

Can't find what you want?

Is there a course you'd like to see the NIH Training Center offer? We would like to hear from you about your individual or group training needs. Call us at 301-496-6211 or TTY: 301-594-2696 or visit our web site at <http://learningsource.od.nih.gov/requestform.asp>

Ways to Contact Us

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Bethesda, MD 20892-5481
Tel: 301-496-6211
Fax: 301-480-0901
TTY: 301-594-2696
E-mail: training1@od.nih.gov

Online Learning at NIH with FasTrac: Sign Up Today!

The NIHTC offers access to over 1,600+ courses through our online solution called FasTrac. FasTrac is delivered through the HHS Distributed Learning Network (D/L Net). You can sign up for a 1-year subscription for just \$75, and have access to a full catalog of self-paced courses via the internet. Course categories include:

- ▶ Administrative Support
- ▶ Business Law
- ▶ Communications
- ▶ Consulting
- ▶ Customer Service
- ▶ Financial Services
- ▶ Human Resources
- ▶ Information Technology
- ▶ Leadership
- ▶ Management
- ▶ Marketing
- ▶ Personal Development
- ▶ Project Management
- ▶ Safety and Health
- ▶ Strategic Planning
- ▶ Team Building

Take training at your own pace, in your own workspace, without even leaving your desk! For information on how to register:

<http://learningsource.od.nih.gov/fastrac3.html>

Update from the Management Intern Program

Graduating Interns Now Interviewing

Since 1957 the NIH Management Intern Program (MI) has graduated over 400 interns. Currently there are 74 of these former interns on staff at NIH and that number will be increased this August with the upcoming graduation of five MI's. These MI's began the program in August of 2002 and their two program years have been filled with on-the-job training in the form of rotations, attendance at conferences, discussion groups and classroom education. They have explored different administrative fields, expanded their insight into the NIH, gained competencies in specific areas and prepared themselves for future leadership positions. As a result of their experiences, all five are eagerly seeking permanent positions in their respective fields to share their skills and abilities. They are currently interviewing for permanent positions, so if you or your office has a position or are anticipating an opening, contact MI Program Manager, Carol Storm,

Intern Coordinator at stormc@mail.nih.gov for a copy of their resumes. One of these interns might just be what your office is looking for!

Selection Process Begins for the Class of 2004

Each year brings a new class of MI's interested in the administrative fields that are relevant to the NIH's immediate and long-term needs. This year applications were due on March 3, 2004 and generated 106 applicants competing for three positions. In the upcoming months the semi-finalists will compete in an extemporaneous writing assignment and participate in a group exercise. The finalists will be interviewed individually in June with selections being announced around the middle of June. Be sure to read the *4th Quarter Highlights* to learn more about the three selected interns.

Training Services and Programs Available to the NIH Community

The NIH Training Center supports the development of NIH human capital through consultation and collaboration with key officials and other NIH training programs to provide agency-specific training, career development programs and consulting services that are designed to enhance learning and to facilitate optional individual, group and organizational performance.

Major program and services include:

NIHITS – NIH Integrated Training System

Career Development Programs

NIH TC's career development programs provide a systematic approach to professional growth by increasing job competency and supporting career planning.

- ▶ NIH Management Cadre Program
- ▶ NIH STRIDE Program
- ▶ NIH Management Intern Program
- ▶ HHS Emerging Leaders Program
- ▶ OPM Presidential Management Fellow Program
- ▶ Human Resource Specialist Intern Program
- ▶ NIH Senior Leadership Program
- ▶ HHS Mentoring Program

NIH-Specific Training

Over 40 open enrollment courses are offered through the Training Center on a quarterly basis to meet the unique needs of the NIH staff. Curriculum areas:

- ▶ Administrative Skills
- ▶ Financial & Procurement Management
- ▶ Administrative Systems
- ▶ IMPAC II
- ▶ Online Learning (FasTrac)
- ▶ Collaboration and Communication Skills

NIH Online Orientation

<http://orientation.nih.gov/>

Customized Training

Program Managers can help managers identify group needs and design training tailored to address those needs.

Performance Consulting

Performance consulting from the Training Center incorporates a systematic approach to analyzing, improving, and managing employee performance through the use of appropriate and varied interventions.

Retreat, Workshop & Seminar Planning

NIHTC provides full service professional retreat, workshop, and seminar planning services held at the sponsoring entity's choice of sites.

Executive Coaching

The Training Center offers individual coaching sessions for executives, senior managers, middle managers, professional staff, and other key contributors.

The NIH Training Center is your resource for achieving excellence! Contact our office for your employee training and development needs. A program manager can come and meet with you to discuss training needs and conduct an analysis to determine what training and development solution is right for your organization.

Introducing...*Your* NIH Training Center Staff

The training center staff is continually working hard to provide training solutions and developmental programs for the NIH community. So, who are these dedicated people?



From left: Lashawn Taylor, Kathy Hardin, Debbie Butcher, Gabriela Cadena, Dale Pearlman, Pauline Irwin, Moneca Surida, Sharon Ballard, Melanie Keller, and Curtis Williams.

Melanie Keller, Director
NIH Online Orientation
NIH Senior Leadership Program
Debbie Butcher, Program Manager
Emerging Leaders Program
NIH HR Specialist Intern Program
Administrative Systems Curriculum
Financial & Procurement Management
Retreats & Customized Training
Solutions
Carol Storm, Program Manager
Management Intern Program
Presidential Management Fellows Program
Management Cadre Program
Management Seminar Series
Pauline Irwin, Program Manager
HHS Mentoring Program
STRIDE Program
Retreats & Customized Training
Solutions
Curtis Williams, Strategic Management Planning Assistant
Vendor Relations
Training Center
(training_center)

Sharon Ballard, Management Intern
Marketing (Highlights Newsletter & Training Connection)
John Castilia, Emerging Leader
Budget & Finance
Moneca Surida, Assistant Project Manager
Class Oversight
Transition Center Class Management
Lashawn Taylor, Training Coordinator
Class Management
FasTrac (e-learning)
Gregg Tabachow, Training Coordinator
Intern Program Support (ELP, MCP)
Rudie Cooper, Training Coordinator
Intern Program Support (MI, PMF, Stride)
Gabriela Cadena, Training Coordinator
Class Management
Classroom Reservations
Kathy Hardin, Technical Project Manager
Web site Maintenance
Dale Pearlman, Sr. Technical Consultant
Technical Support
NIH Training Center Main Line:
301-496-6211; training1@od.nih.gov

HR Specialist Intern Program

The new HR Specialist Intern Program had its first annual kickoff on February 24, 2004. It is a newly developed program designed by Training Center staff and OHR officials to assist with the training and development of newly promoted and newly hired HR Specialists. The program is a one year on-the-job development program composed of an orientation session, an individual development plan, a mentor component, on the job projects, rotational/shadowing assignments, monthly brown bags, training courses, and a completion ceremony.

The first group of interns to attend the orientation consisted of 18 HR Specialists that were either promoted from assistants to Specialists within NIH, joined from another Federal agency, joined NIH from the private sector, or came right out of college as an Outstanding Scholar. The enrollment for this program is on an as-needed basis since new junior Specialists will join NIH on an ongoing basis.

For more information on the HR Specialist Intern Program please contact Debbie Butcher at butcherd@od.nih.gov.

HHS Career Mentoring Program

March 2004 marks the introduction of the new HHS Career Mentoring Program. This Program has been designed to meet the changing recruitment and retention needs of HHS. The Program gives the mentee an opportunity to pair with more experienced employees who can provide advice, coaching or feedback on their career goals. Participation in the Program will last one year and is open to GS 5-12 employees who have been working in the Department from one to five years. Each OPDIV has a Mentoring Coordinator who can provide potential mentees and mentors with the requirements and details of the Program. Please contact:

Pauline G. Irwin

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3rd Quarter FY 2004 Course Offerings

<i>Course Title</i>	<i>Length</i>	<i>Days</i>	<i>Course #</i>	<i>Location</i>	<i>Cost</i>
Basic Time and Attendance Using ITAS	2 days	4/27-28, 5/18-19, 6/30-31	2624	EPS	\$607
Fellowship Payment System	1 day	4/26, 6/14	2646	EPS	\$229
NBS Travel System for Approving Officials	0.5 day	6/9	2613	EPS	\$219
NBS Travel System for Organizational Administrator	2 days	4/5-6	2614	EPS	\$412
NIH Domestic Travel	3 days	6/1-3	2601	EPS	\$542
NIH Foreign Travel	2 days	5/10-11, 6/7-8	2605	EPS	\$395
Travel for Administrative Officers	1 day	5/12	2606	EPS	\$278
Travel for NIH Travelers	0.5 day	5/1	2644	EPS	\$168
Delegated Acquisition Training Program	4 days	5/4-7	2603	EPS	\$784
Professional Service Orders	0.5 day	4/14, 6/9	2612	EPS	\$245
Purchase Card Processing System	0.5 day	4/16, 6/7	2635	EPS	\$189
Purchase Card Training	1 day	5/3, 6/8, 6/10	2636	EPS	\$290
Simplified Acquisitions Refresher	0.5 day	6/11	2607	EPS	\$190
FasTrac	Annual	Upon processing	6401	On-line	\$75